

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a division, unit, section or platoon of the police department. Police Lieutenants monitor the performance of a group of lower ranking line employees engaged in patrol, traffic control and accident investigation, and investigation of crimes committed within the jurisdiction. Employees of this class are responsible for supervising the care, maintenance, and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Deputy Chief of Police. This class ranks immediately below that of Deputy Chief of Police.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and assists in the management of the operations of an assigned division, unit, section or platoon, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, juvenile operations, jail, training, administrative support, or other specialized division. Deploys available manpower in a manner which most effectively provides the required services while minimizing expense. Participates in internal affairs review process to investigate any violations of the code of conduct for department members, in order to recommend disciplinary action and to correct procedural problems. Conducts inspections of departmental services and evaluates the effectiveness of the services. Takes appropriate action to correct problem areas or recommends changes in operational procedures and policies. Investigates accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents.

Conducts research to be used in making management decisions and for the planning of programs and activities for the department. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Monitors any local conditions which may create situations the department may be called upon to handle.

Supervises subordinate police department employees by reviewing

work to be done and outlining responsibilities and duties. Sets work schedules and approves leave. Holds meetings to receive reports and disseminate information. Reviews incoming communications and routes work to the appropriate person or location. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing department rules and regulations, conducting corrective interviews, and recommending disciplinary action to the appointing authority through the chain of command. Provides on-the-job training for department members, including providing assistance in technical areas of work.

Reviews records and reports completed by subordinates and periodically inspects systems and facilities for maintaining such. Uses the department's computer information system to enter/update/retrieve data relating criminal activity for use in solving crimes. Prepares forms, records, and memoranda as required to document the activity of the department. Prepares correspondence related to departmental operations, and in response to inquiries. Gathers, analyzes, and organizes information for assigned reports and writes reports.

Participates in the general care, maintenance, purchase, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required. Reviews products to be purchased by meeting with sales representatives. Prepares specifications on new police department equipment for public bids.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Participates in a personnel recruitment and selection program for the department by speaking about employment opportunities in the police department at schools or meetings of civic organizations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems and statistics. Assists in developing a community relations program to meet identified community needs.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil

Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding closing date for application to the board.

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